



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

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Proposed Policy Number and Title: 607 Course-Based Fees for Credit Courses (Temp Emergency)		
Existing Policy Number and Title: 607 Course-Based Fees for Credit Courses (Temp Emergency)		
<b>Approval Process*</b>		
<input type="checkbox"/> Regular	X Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	X Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
NOTE: Renewal of temporary emergency.	Anticipated Expiration Date: March 30, 2017	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

<b>Draft Number and Date:</b> <u>Temporary Emergency, Stage 2, March 30, 2016</u>		
<b>President's Council Sponsor:</b> <u>Jeffery Olson</u>		<b>Ext.</b> _____
<b>Policy Steward:</b> <u>Kat Brown</u>		<b>Ext.</b> _____

POLICY APPROVAL PROCESS DATES	
<p><b>Policy Drafting and Revision</b> Entrance Date: <u>06/12/2014</u></p> <p><b>University Entities Review</b> Entrance Date: <u>Not applicable</u></p> <p><b>University Community Review</b> Entrance Date: <u>Not applicable</u> Open Feedback: <u>Not applicable</u> Close Feedback: <u>Not applicable</u></p> <p><b>Board of Trustees Review</b> Entrance Date: <u>03/25/2016</u> Approval Date: <u>MM/DD/YYYY</u></p>	<p style="text-align: center;"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <hr/> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b></p> <p><b>Name:</b> _____</p> <p><b>Date posted and verified:</b> <u>MM/DD/YYYY</u></p>

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# UTAH VALLEY UNIVERSITY

## Policies and Procedures

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<b>POLICY TITLE</b>	Course-Based Fees for Credit Courses	<b>Policy Number</b>	607
<b>Section</b>	Academics	<b>Approval Date</b>	
<b>Subsection</b>	Instruction and Curriculum	<b>Effective Date</b>	
<b>Responsible Office</b>	Office of the Senior Vice President for Academic Affairs		

### 1.0 PURPOSE

**1.1** This policy establishes the appropriate use of course-based fee revenues, the procedures by which fees are assessed and levied, and which university entities are responsible for overseeing the review and establishment of fees.

### 2.0 REFERENCES

**2.1** Northwest Commission on Colleges and Universities Standard 2.D *Student Support Resources*, Section 5(g)

**2.2** Utah State Board of Regents' Policy R506 *Inventory of Budget Related and Self Supporting Courses*

**2.3** Utah State Board of Regents' Policy R510 *Tuition and Fees*

### 3.0 DEFINITIONS

**3.1 Course and lab fees:** Fees that are levied to offset unusual, non-personnel costs associated with individual courses, including participation in the use of technology-supported delivery or field experiences; access to and the use of specialized instruments, technology, or software; access to LMS-integrated e-texts; and/or use of consumable laboratory or other specialized instructional materials/resources.

**3.2 Lab access fees:** Fees charged to students to support computer labs within a specific school or college. Revenue from these fees is used to purchase, repair, and/or replace hardware and infrastructure and to purchase software licenses.

**3.3 Private instruction fees:** Fees collected from students and used to compensate instructors for individualized private instruction necessary for the development of personal performance skills or artistic competencies of such students.



**3.4 Self-supporting course fees:** Fees charged to students in lieu of Board-approved tuition for credit courses that are not funded through appropriated revenues.

**3.5 Special program/clinical practice fees:** Fees that are levied on specific courses or programs to offset costs for extraordinary personnel services and related expenses.

#### 4.0 POLICY

**4.1** In addition to Board-approved tuition and general student fees, the University may assess course-based fees for credit courses based on consideration of actual cost and the impact to students. The amount of a course-based fee shall be based on the projected costs of expenses to be paid from the fee revenue. Fee revenue shall cover only these expenses, and departments shall not generate excess funds nor redirect revenues to other departmental operating funds.

#### **4.2 Course, Lab, Lab Access and Private Instruction Fees**

**4.2.1** Course, lab, and private instruction fees may be assessed to recover unusual costs associated with individual courses when those costs represent direct or assignable costs calculated on a per-student basis and are

- 1) Essential to the educational outcomes of the course;
- 2) Unique to the type of course or delivery method; and
- 3) Typically used during the term of enrollment for which the fees were collected.

**4.2.2** Lab access fees may be assessed to students enrolled in courses within a particular school/college. Typically, a student will be assessed only one lab access fee per school/college per semester.

**4.2.3** Parameters for course, lab, lab access, and private instruction fees shall be established by the Senior Vice President of Academic Affairs (SVPAA) in consultation with the Academic Affairs Council. Within these parameters, the Course Fee Committee shall review and approve course, lab, lab access, and private instruction fees.

**4.2.4** Approval of course, lab, lab access, and private instruction fees is granted by the Course Fee Committee.

#### **4.3 Course-Based Fee Record, Collection, and Use**

**4.3.1** The Academic Scheduling and Curriculum Office (ASC) is responsible for maintaining a current record of all course, lab, lab access, and private instruction fees.



**4.3.2** All course-based fee revenue shall be paid directly through university-authorized accounts receivable offices and systems.

**4.3.3** Use of fee cards rather than a course-based fee for students in individual sections of a course to pay for materials, costs associated with excursions, etc., shall be approved in writing by the department chair and the dean.

**4.3.4** Course-based fees shall not be used for materials that can be purchased directly by students through the UVU Bookstore or other approved university entities.

#### **4.4 Self-Supporting Course Fees**

**4.4.1** In accordance with Regents' Policy R506 and in consultation with the Vice President for Planning, Budget, and Human Resources, deans may identify specific courses and/or course sections as self-supporting. Direct instructional expenditures for these course sections may not be paid from appropriated indexes because these course sections are not eligible for state tax fund support.

**4.4.2** At the request of a dean, the SVPAA, in consultation with President's Council, may impose self-supporting course fees in lieu of Board-approved tuition and fees.

#### **4.5 Special Program/Clinical Practice Fees**

**4.5.1** Certain specialized educational programs may be authorized by the SVPAA in consultation with President's Council to impose special program/clinical practice fees. Special program/clinical practice fees are charged in addition to Board-approved tuition and general student fees.

### **5.0 PROCEDURES**

#### **5.1 Course Fee Committee**

**5.1.1** The Course Fee Committee is a university committee appointed by the SVPAA. Voting members of the committee shall consist of one administrator designated by the SVPAA, at least three faculty members (with no more than one from each school/college) recommended by Faculty Senate, and three students recommended by UVUSA. The committee shall also include non-voting members: a representative from the Office of Academic Scheduling and Curriculum (ASC) and a representative from the Budget Office. At least one faculty member and one student appointed must have served on the committee the previous year. Committee members shall serve a single three-year term. The committee shall be chaired by the administrator designated by the SVPAA.



## 5.2 Creation, Deletion, and/or Amendment of Course, Lab, Lab Access, and Private Instruction Fees

**5.2.1** Faculty, departmental, and school/college proposals for course, lab, lab access, and private instruction fees shall be submitted through the appropriate dean via the *Course Fee Request Form*. The form must be submitted to the Course Fee Committee for the approval of all new fees, changes in fees, and/or deletion of fees. The request shall include the rationale and justification for the request, specific expenses to be paid from the fee revenue, the course(s) for which the fees are requested, the date of implementation or deletion, the requested amount of the fee, and any additional information as specified on the *Course Fee Request Form*.

## 5.3 Monitoring and Financial Management

**5.3.1** To ensure compliance with this policy and established parameters, each dean is responsible on an annual basis for monitoring course-based fee revenues, expenses, and fund balances within his or her college or school. This review shall inform recommendations for fee changes and/or deletions.

**5.3.2** At least annually (prior to Fall registration), each dean who levies self-supporting and/or special program/clinical practice fees shall submit for review and approval fee rates for the coming academic year to the SVPAA and the Vice President for Planning, Budget, and Human Resources.

## 5.4 Notice to Students

**5.4.1** Each semester's class schedule shall include information about approved course-based fees. Such publication constitutes advance notice of the course-based fee requirement. Any changes to course-based fees must be approved and published in the class schedule for the semester in which the change shall be effective. Only fees listed in the class schedule shall be collected for that semester.

**5.4.2** Department chairs are responsible for listing the correct course-based fees on the class scheduling sheets submitted to ASC each semester.

**5.4.3** For self-supporting courses not available to the general public through the class schedule, enrolling students shall be provided, in writing, self-supporting course-based fee information prior to registration.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity